



Steve Pullen's August 22, 2006 email to the agency regarding MOAT:

As has been previously announced the Department of Juvenile Justice will be implementing mandatory IT Security Awareness Training in September. This training is mandated by the state's *Information Technology Security Standard* (ITRM Standard SEC501-01, Effective Date: July 1, 2006).

DJJ will be using MOAT (Managed.Ongoing.Awareness.Tools), a completely integrated web-based system, to provide for full compliance with the standards – including email notifications, reporting, legal-acceptance, etc.

Completion of the training within a given timeframe is required for continued access to the DJJ Network. The timeframe for current employees is 30 calendar days from the receipt of the MOAT notification email and email with the user's password (two separate emails).

Failure to complete the training in the assigned time will result in an immediate disabling of the user's network account. This may impact the user's ability to perform his or her job duties so it is absolutely critical to complete the training in the required time. Supervisors who have staff out for an extended leave period should notify Doug Mack when your organizational unit receives notification your training time has begun.

Further information regarding the IT Security Awareness Training will be provided by Douglas Mack over the next couple of weeks.

MOAT Screens from DJJ Information Technology, Volume 7, Issue 6

As an introduction to MOAT itself, we will take a look at several of the key screens that the MOAT-user will see.

The screen below is the first screen of the “Information Security” “module” in MOAT. Each “module” has several “lessons” in it.

The screenshot shows the MOAT (Awareness Tools for Business and Government) interface in Microsoft Internet Explorer. The browser address bar shows <https://sat.vita.virginia.gov>. The page title is "MOAT :: Awareness Tools for Business and Government - Microsoft Internet Explorer provided by V".

On the left is a navigation menu with the following items:

- Security Modules --
- o Information Security
- o Roles & Responsibilities
- o Electronic & Non-Electronic Data
- o Information Handling
- o Encryption
- o Information Security Best Practices
- o Internet Security
- o E-mail & Viruses
- o Social Hacking
- o DJJ Vault

The main content area displays the "Information Security" module. At the top, it says "Your Name will show here." and "Module Name". Below this, it says "Information Security - Module Objectives". The objectives are:

- Information Security is everyone's responsibility.

Below the objectives, it says "After reviewing this module you will:" followed by a list of objectives:

- Understand the growing importance of information security
- More easily recognize electronic and non-electronic data
- Realize the importance of information access and proper information disposal
- Understand how encryption can protect information

Below the list, it says "This module should take 10-20 minutes to complete." and "Please direct questions about the information contained in this module to your Supervisor or Security/Privacy Officer." Below this, it says "[To begin, click on a lesson under Information Security]".

At the bottom of the page, there is a navigation bar with the following links: NEXT, HELP, GLOSSARY, TOOLS, BOOK MARK, EXIT.

Annotations on the screenshot include:

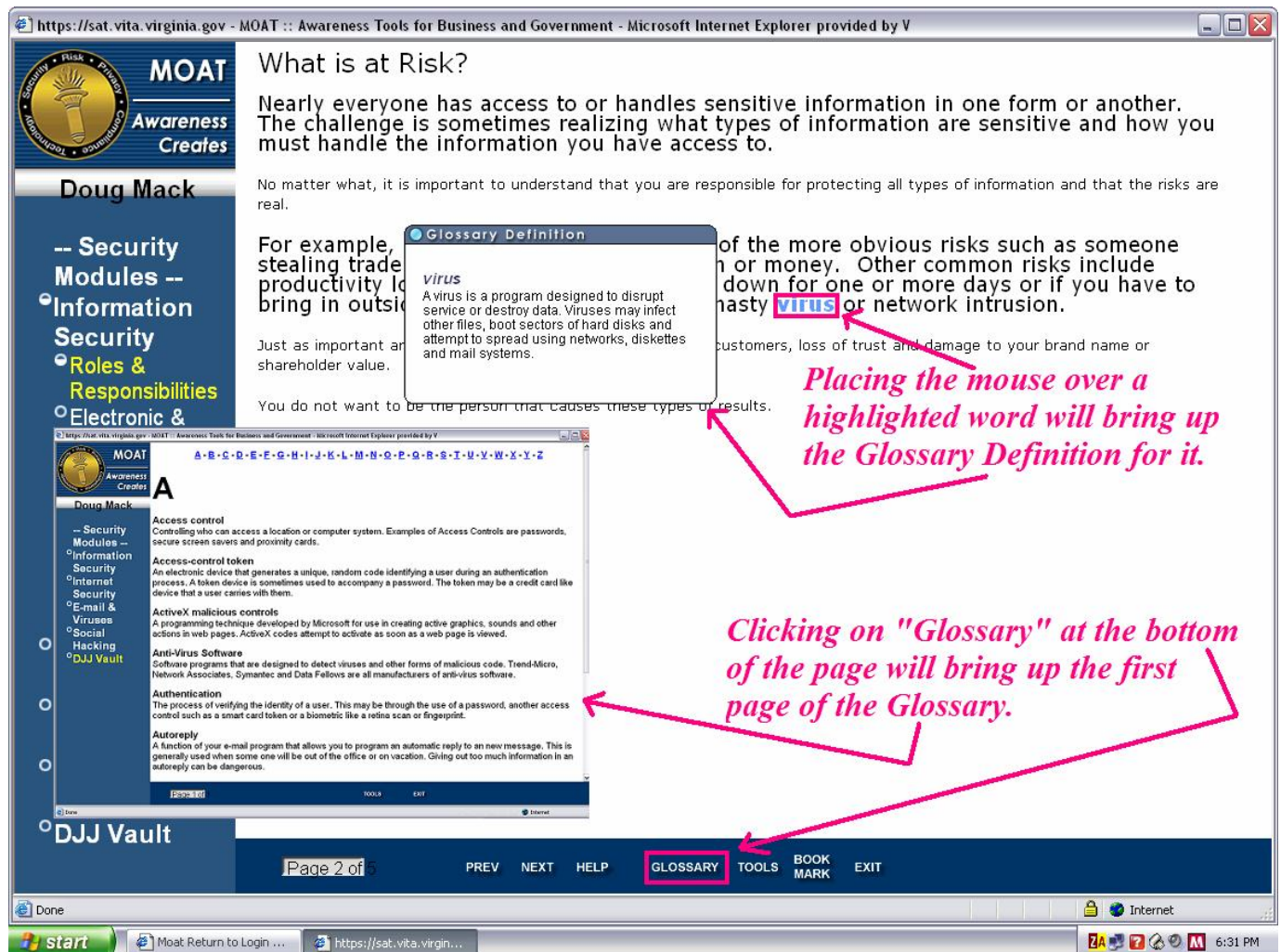
- Blue Arrows:** Point to the "Information Security" module name in the main content area and the "Information Security" module name in the navigation menu.
- Orange Arrow:** Points to the "Information Security - Module Objectives" section.
- Pink Arrows:** Point to the list of lessons in the navigation menu (Roles & Responsibilities, Electronic & Non-Electronic Data, Information Handling, Encryption, Information Security Best Practices).
- Green Arrows:** Point to the "Information Security" module name in the navigation menu and the "Information Security" module name in the main content area.
- Red Arrow:** Points to the "Information Security" module name in the main content area.
- Yellow Arrow:** Points to the "Information Security" module name in the main content area.

The name of the module, “Information Security,” (Green Arrows) which has been selected from the menu on the left of the screen, appears twice on the page itself. (Blue Arrows)

The objectives of each module are listed on the first page of the module. (Orange Arrow)

To continue, select a lesson from the menu on the left such as “Roles & Responsibilities.” (Pink Arrows)

The screen below is taken from within one of the lessons.



If you place the mouse over a highlighted text in the lesson a definition from MOAT's "Glossary" will pop up. In the screen above, the mouse was placed over the word "virus" and the definition popped up - allowing you to see the definition without leaving the text screen.

The complete Glossary can be accessed by clicking on the "Glossary" link at the bottom of the screen. Doing this will take the user away from the lesson text page and directly to the Glossary.

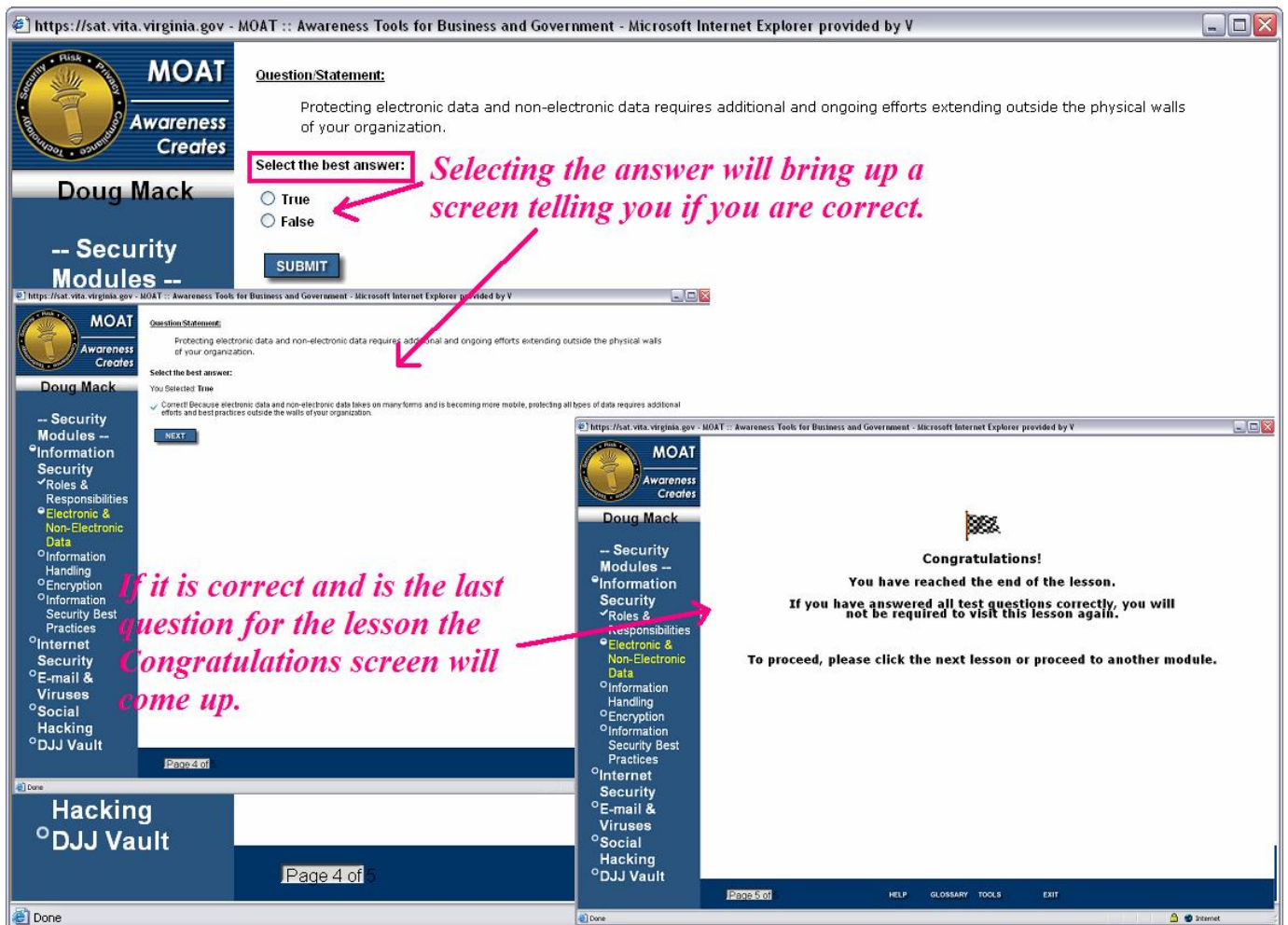
The Glossary can be searched alphabetically. For example, you might know what a "zombie" is in horror movies but have no idea what it is in information technology. All you need to do is click on "Z" at the top of the page and you will be taken to the "Z" page.

What is a "zombie?" "A computer that has been compromised by an outside entity in order to be used for malicious purposes. Oftentimes in an attack against another network. The Distributed Denial of Service attacks against e-Bay and Ameritrade in 2000 used Zombies."

Do you need to know all of the definitions in the Glossary? No.

Are there tests in MOAT? Yes.

You must answer all questions correctly for a lesson in order for it to be considered completed. But, do not worry. The questions are very basic and may be True/False as the example below.



The question on the screen above is "Protecting electronic data and non-electronic data requires additional and ongoing efforts extending outside the physical walls of your organization." True or False?

If you submit the correct answer to the question, in this case "True," the next screen will tell you your answer is correct.

If your answer is incorrect your next screen will tell you your answer is incorrect. When you click the "NEXT" button a pop-up message will say "You missed one or more questions. E-Moat will re-start the lesson now." There will be an "OK" button to click.

If your answer has been correct and the question is the last one for the lesson, your next screen will be the "Congratulations" screen.

All of the modules listed on the menu on the left side of the MOAT screens, with the exception of the last one, contain “general” rather than “agency-specific” information. The last module, however, is “DJJ Vault.”

This module is agency-specific and contains DJJ’s policies, procedures, and directives that are IT-related.

Each title must be read and accepted by the user.

As noted at the top right-hand corner of the DJJ Vault screen you click on one of the “Titles” to bring the document up.

The screenshot displays the MOAT (Microsoft Awareness Tools for Business and Government) interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: <https://sat.vita.virginia.gov> - MOAT :: Awareness Tools for Business and Government - Microsoft Internet Explorer provided by V.

The interface is divided into several sections:

- Left Navigation Panel:** Features the MOAT logo and a list of modules: "Security Modules -- Information Security", "Internet Security", "E-mail & Viruses", "Social Hacking", and "DJJ Vault".
- DJJ Vault Section:** Contains a legend: "✓ = Reviewed Policy" and "○ = Policy to be Reviewed". It includes a table with columns "Title" and "Description".
- Policy List Table:**

Title	Description
Connection of Computer Equipment to the DJJ Network	Division of Administration and Finance IS Directive
Information Security - Passwords	Administrative Directive 02-002
Information Security - Internet Access	IS Directive
Network Accounts - Creation or Changes	IS Directive
Physical Security for DJJ Laptops	IS Directive
Requesting Internet Activity Reports	IS Directive
Unauthorized Files on Network Drives/Servers	IS Directive
Use of Internet and Electronic Communication Systems	DHRM Policy No. 1.75
- Policy Detail View:** Shows the details for the selected policy: "Connection of Computer Equipment to the DJJ Network". It includes the "Title", "Description", "Number" (02-002.5), and "Subject". The content area contains the text of the policy, including a reference to "Administrative Directive 02-002.2".
- Acceptance Process:** At the bottom of the policy detail view, there is a section for approval. It includes a line for "Approved:" with a signature "W. Stephen Pullen" and a date "8/20/04". Below this, a text box prompts the user to "type AGREE in the box below and click the ACCEPT button." There are "ACCEPT" and "CANCEL" buttons.
- Confirmation Dialog:** A "Microsoft Internet Explorer" dialog box is shown, asking the user to "Click OK to confirm your acceptance of this Policy." with "OK" and "Cancel" buttons.

Handwritten annotations in pink provide additional context:

- "Click on the title of the Policy to review" points to the "Title" column header in the policy list.
- "Brings up the document" points to the "Connection of Computer Equipment to the DJJ Network" title in the list.
- "Typing AGREE and clicking the ACCEPT button brings up a confirmation OK button." points to the "ACCEPT" button in the policy detail view.
- "The DJJ Vault page now shows a checkmark next to the Reviewed Policy." points to the checkmark next to the "Connection of Computer Equipment to the DJJ Network" title in the list.

At the end of the document is the acceptance process. “If you understand and agree to comply with this policy, type **AGREE** in the box below and click the **ACCEPT** button.”

When you do this a message will pop up saying “Click OK to confirm your acceptance of this policy.”

A checkmark will now appear next to the Title you have read and accepted.